

Distributions Proxy/Picking up for Others Policy

Updated 01/03/2023

What if I am picking up food shares for other people?

Food Distributions do not require customers to register in advance.. Instead, at most distributions, individuals will be asked to complete paperwork onsite. Once the paperwork is processed, individuals can receive a passcard (a small plastic card that can be scanned by food bank staff and volunteers) at the next distribution they attend. This passcard can be used to check-in at distributions when picking up food. A passcard is not required to pick up a food share.

Individuals who pick up food shares for other households will be asked to complete paperwork that verifies the relationship and identifies them as a proxy. This paperwork will be given to the proxy at the first distribution they attend. It will need to be filled out by the head of the household they are picking up for and returned to a future distribution. (Paperwork can be returned to any distribution location).

Once the paperwork is returned and processed, the proxy can receive a passcard for each household they proxy for. A visit must be recorded for each household when picking up food. Proxies may pick up for multiple families, but Food Bank staff reserves the right to make judgment calls ensuring that everyone present receives a share.